

mentoring

course description

Mentoring is a valuable development activity based on building a relationship with a trusted and experienced advisor. As pressure in our professional lives increases, the use of mentors is becoming more widespread. Mentors are often regarded as one of the most important sources of support and advice in our professional lives.

The concept of mentoring should be a rewarding experience for both parties involved. A good mentor will support your performance in your current role and provide support for your further career development.

Acting as a mentor enables you to develop a greater sense of fulfilment and personal satisfaction by giving time to less experienced colleagues. It can help you develop your leadership and communication skills and contribute towards your own career development.

This course is aimed at both mentors and mentees. It helps you understand the opportunities offered by mentoring and shows you how to use the concept effectively.

learning objectives

By the end of the course, participants will have a good understanding of:

- The benefits of a mentor relationship
- How to identify a suitable mentor
- How to use your mentor relationship to help you with your current role
- Working with your mentor to enhance your career opportunities
- The key skills of a mentor
- What a mentor does and doesn't do
- Using your network of contacts to support your mentee
- The mentoring lifecycle

target audience

Anyone who is currently a mentor, or who is thinking of becoming a mentor, and who would like to develop their skills.

Anyone involved in supporting professional development schemes in their company.

Anyone interested in finding a suitable mentor.

duration

1/2 day for up to 12 participants.

REGISTRATION FORM

Form to be completed by training department / line manager

Mentoring
29 September 2010 – 9:00 – 12:30

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Please return this form by fax to +352 22.55.99.99 or +352 22.06.39

Terms and conditions

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contact

For further information, please contact your Coordination Manager:

Telephone: +352 22.55.99.1

Fax: +352 22.55.99.99

Email: info@fasttraining.eu